


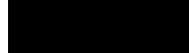



Period Covered: Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010099-4

Date Prepared: 26 February 1963

	Documents	Line Items
REQUISITIONS PREPARED (Form 88)	<u>192</u>	<u>447</u>
REQUESTS FOR SUPPLIES FROM INDIVIDUALS (Form 1490)		
(mail and tube)		
Processed	<u>167</u>	<u>723</u>
Back Ordered		<u>53</u> ILLEGIB
REQUESTS FOR SUPPLIES FROM SUPPLY ROOMS (Form 1490)		
(counter)		
Processed	<u>3481</u>	<u>10,868</u>
Back Ordered		<u>199</u> ILLEGIB
GSA REQUISITIONS PREPARED (Form 1458)	<u> </u>	<u> </u>
MOVE REQUESTS (form 17)		
Carried Forward	<u>218</u>	<u> </u>
Received	<u>1025</u>	<u> </u>
Processed	<u>977</u>	<u> </u> ILLEGIB
Pending	<u>266</u>	<u> </u>
TYPEWRITER REPAIR REQUESTS	<u>126</u>	
FURNITURE REPAIR REQUESTS	<u>8</u>	
ELECTRIC OFFICE MACHINE REPAIRS	<u>583</u>	
RECEIVING DOCUMENTS PROCESSED		
Form 88	<u>291</u>	<u>566</u>
Form 1458	<u>59</u>	<u>182</u>
Form 17	<u>63</u>	<u>92</u>
OPERATIONAL SUPPLY ROOM		
PTI (Form 1707)	<u>42</u>	<u>94</u>
Form 88 Requisitions, Loans	<u>45</u>	<u>72</u>


PERSONNEL

Present

Sick Leave 395

Annual Leave 177

Emergency Leave 91

 Number of Men

Cost per hour

Funds Remaining

25X1A